

City of Lynn – Employee Self Service – Time off requests

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

TABLE OF CONTENTS

[How to Access and log into Employee Self Service](#)2

[Viewing available time off](#) 5

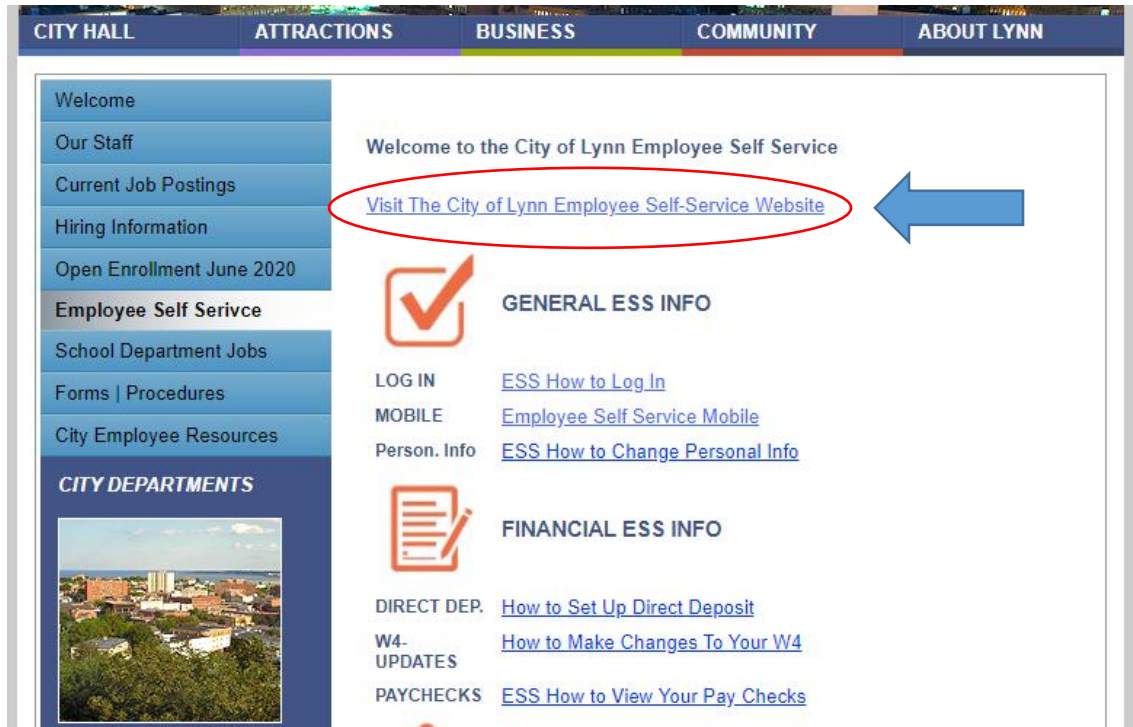
[Time off Requests \(Single Day\)](#) 7

[Time off Requests \(Multiple Days\)](#) 9

[Cancel Time off request](#)11

City of Lynn – Employee Self Service – Time off requests

Employee Self Service can be accessed directly from the [City of Lynn site](#).



The following page will open. Click on Log In and a User Name and Password box will open.

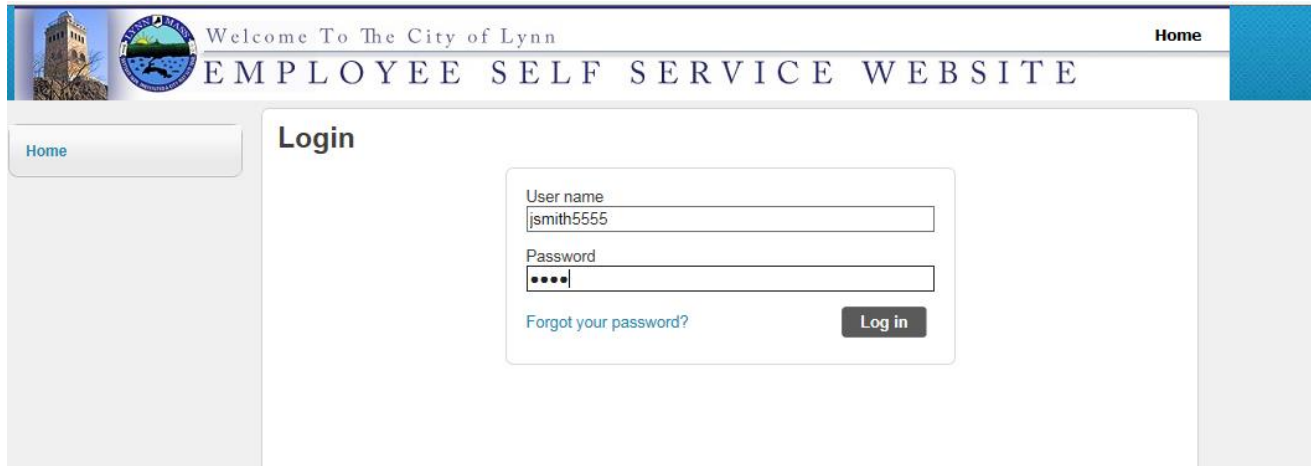
A screenshot of the City of Lynn Employee Self Service login page. The header includes the City of Lynn logo and the text 'Welcome To The City of Lynn' and 'EMPLOYEE SELF SERVICE WEBSITE'. The 'Munis Self Service' logo is also present. A 'Log In' button is circled in red. Below the header, the page title is 'City of Lynn, MA - Self Service'. There are two input fields for 'User name' and 'Password'. A link for 'Forgot your password?' is provided. A 'Log in' button is at the bottom right.

Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

City of Lynn – Employee Self Service – Time off requests

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it.

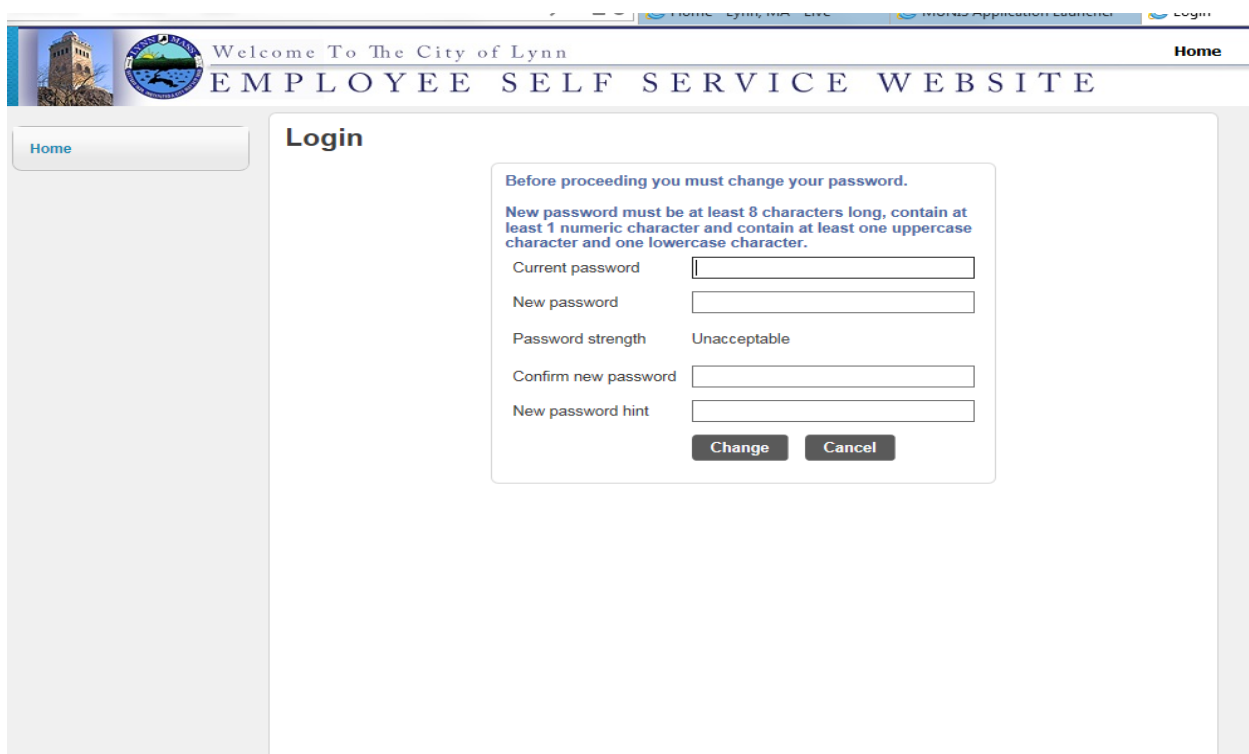


The screenshot shows the 'Welcome To The City of Lynn' header with the city seal and 'EMPLOYEE SELF SERVICE WEBSITE' title. A 'Home' link is in the top right. On the left, there is a 'Home' button. The main content area is titled 'Login' and contains a form with 'User name' (filled with 'jsmith5555') and 'Password' (filled with four dots). Below the password field is a 'Forgot your password?' link and a 'Log in' button.

Enter your user name and initial password (last 4 of your SSN) and click on Log in.

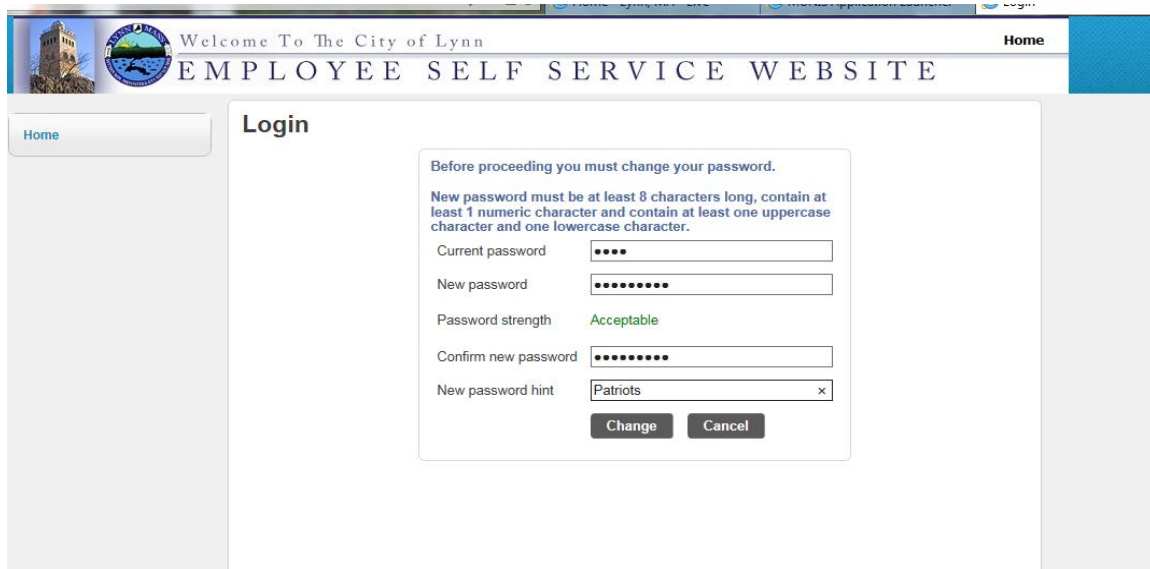
You will then be prompted with the below screen to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.



The screenshot shows the same header as the previous page. The main content area is titled 'Login' and contains a message: 'Before proceeding you must change your password. New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.' Below this message are four input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. The 'Password strength' is displayed as 'Unacceptable'. At the bottom are 'Change' and 'Cancel' buttons.

City of Lynn – Employee Self Service – Time off requests



Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

Login

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

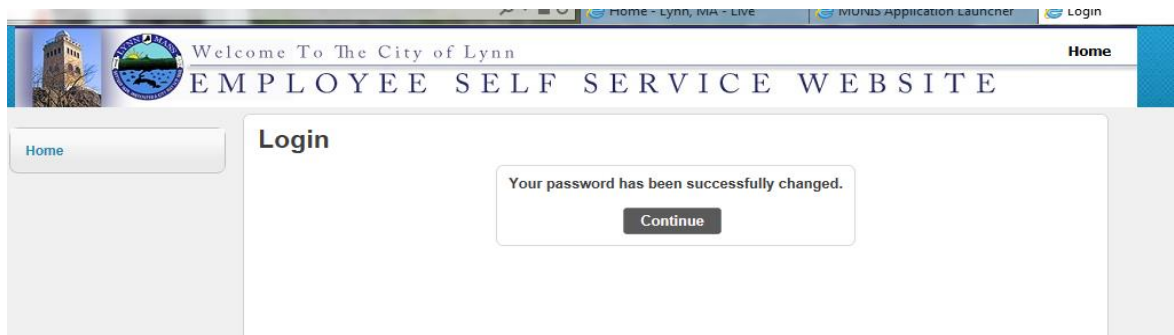
New password

Password strength Acceptable

Confirm new password

New password hint x

Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.



Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

Login

Your password has been successfully changed.

City of Lynn – Employee Self Service – Time off requests

How to view available time off

By choosing **Time Off** you will get a view of your time earned, taken, to be taken and currently available. By clicking on any of the “taken” numbers hyperlink you will see a calendar of the actual days taken.

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

Time Off

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
SICK (D)	0.00	15.00	1.00	0.00	14.00
PERSONAL (D)	0.00	4.00	0.00	0.00	4.00
MISC (D)	0.00	0.00	2.00	0.00	-2.00
FMLA (D)	0.00	0.00	0.00	0.00	0.00

H=Hours; D=Days.

Time Off

- Request Time Off
- My Requests

Sample calendar view of time taken.

SICK Time

January 2016	February 2016	March 2016
S M T W T F S	S M T W T F S	S M T W T F S
	1 2 3 4 5 6	1 2 3 4 5
3 4 5 6 7 8 9	7 8 9 10 11 12 13	6 7 8 9 10 11 12
10 11 12 13 14 15 16	14 15 16 17 18 19 20	13 14 15 16 17 18 19
17 18 19 20 21 22 23	21 22 23 24 25 26 27	20 21 22 23 24 25 26
24 25 26 27 28 29 30	28 29	27 28 29 30 31
31		

April 2016	May 2016	June 2016
S M T W T F S	S M T W T F S	S M T W T F S
		1 2 3 4
3 4 5 6 7 8 9	1 2 3 4 5 6 7	5 6 7 8 9 10 11
10 11 12 13 14 15 16	8 9 10 11 12 13 14	12 13 14 15 16 17 18
17 18 19 20 21 22 23	15 16 17 18 19 20 21	19 20 21 22 23 24 25
24 25 26 27 28 29 30	22 23 24 25 26 27 28	26 27 28 29 30
	29 30 31	

City of Lynn – Employee Self Service – Time off requests

You can also see a calendar view of ALL time off

You can also click my requests and then calendar view to see all time off)

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

My Requests

Employee Self Service

Benefits

Certifications

Pay/Tax Information

Personal Information

Substitute Teaching

Time Off

Request Time Off

My Requests

Calendar view

SICK (D)								Earned 15.00
PERSONAL (D)								4.00
MISC (D)								0.00
FMLA (D)								0.00
								19.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
8/16/2018 - 8/17/2018	2 days	MISC	Taken	ACCRUAL USED	2018-2019 Contract Days	
8/10/2018	1 days	SICK	Taken	ACCRUAL USED		

H=Hours; D=Days.

Time Off Calendar

Year 2018

January 2018							February 2018							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

To get further detail of the time off, just click the day and this screen will appear

Friday 8/10/2018 [Close](#)

Name	Amount	Reason	Comment	Type	Status
	1.0000 Day	2 - ACCRUAL USED		SICK	ApprovedTaken

City of Lynn – Employee Self Service – Time off requests

Time off Requests (Single Day)

Click **Time off / Request time off** and then follow the prompts.

Step #1 – choose the day you wish to take off, once highlighted, click **continue**.

The screenshot shows the 'Request Time Off' page on the City of Lynn Employee Self Service Website. The left sidebar contains links to various services, with 'Request Time Off' highlighted under the 'Time Off' section. The main content area displays 'Step 1 of 4: Select Dates' with instructions to click on dates to select them. Three calendar grids for September, October, and November 2020 are shown. A blue arrow points to the date 30 in the September calendar, and another blue arrow points to the 'Continue' button below the calendars.

Request Time Off
Step 1 of 4: Select Dates
Click to select each date that you would like to take off. (Click again to deselect).

<< previous month next month >>

September 2020							October 2020							November 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3						
6	7	8	9	10	11	12		4	5	6	7	8	9	10		1	2	3	4	5
13	14	15	16	17	18	19		11	12	13	14	15	16	17		8	9	10	11	12
20	21	22	23	24	25	26		18	19	20	21	22	23	24		15	16	17	18	19
27	28	29	30					25	26	27	28	29	30	31		22	23	24	25	26
																29	30			

Continue

Step #2 – Select the type of time you would like to request and click continue

The screenshot shows the 'Request Time Off' page on the City of Lynn Employee Self Service Website, Step 2 of 4: Select Type. The left sidebar shows 'Request Time Off' highlighted. The main content area displays 'Step 2 of 4: Select Type' with instructions to select the type of time off. A table lists four options: VACATION, SICK, PERSONAL, and MISC, each with a radio button. A blue arrow points to the 'Continue' button at the bottom right.

Request Time Off
Step 2 of 4: Select Type
Select the type of time off you would like to take from which job

Type
<input type="radio"/> VACATION
<input type="radio"/> SICK
<input type="radio"/> PERSONAL
<input type="radio"/> MISC

Continue

Please note that you must account for any time off of work. In the event of funeral, jury or other Miscellaneous, please click MISC.

City of Lynn – Employee Self Service – Time off requests

Step #3 – Here you will enter the hours per day. Then Click continue

33.5 employees are as follows:

- Monday = 6.5 hours
- Tuesday = 10 hours
- Wednesday = 6.5 hours
- Thursday = 6.5 hours
- Friday = 4 hours

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Request Time Off

Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

9/30/2020: Hours

[Continue](#)

Time Off

Request Time Off

My Requests

Step #4 – Review your request and add any comment that you would like your supervisor to see.

The comment box is where you will indicate the reason for a miscellaneous day off.

Then Click **Make Request**

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	VACATION
Request Type	VACATION
Days Requested	9/30
Total Time Requested	6.5 Hour(s) change

Comment (optional)

Reason

[Make Request](#) [Cancel](#)

Time Off

Request Time Off

My Requests

Once you have made the request, you will be brought to the “My Request” page. Here you can view time off and time off requests. Once your request has been approved by your supervisor you will receive a confirmation email.

City of Lynn – Employee Self Service – Time off requests

Time off Requests (Multiple Days)

Click **Time off / Request time off** and then follow the prompts.

Step #1 – choose the day(s) you wish to take off, once highlighted, click **continue**.

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) [next month](#) >>

September 2020							October 2020							November 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2								
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30					

Continue

Time Off

- Request Time Off**
- My Requests

Step #2 – Select the type of time you would like to request and click continue

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

Request Time Off

Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

Type
<input checked="" type="radio"/> VACATION
<input checked="" type="radio"/> SICK
<input checked="" type="radio"/> PERSONAL
<input checked="" type="radio"/> MISC

Continue

Time Off

- Request Time Off**
- My Requests

Please note that you must account for any time off of work. In the event of funeral, jury or other Miscellaneous, please click MISC.

City of Lynn – Employee Self Service – Time off requests

Step #3 – Here you will enter the hours per day. Then Click continue

33.5 employees are as follows:

- Monday = 6.5 hours
- Tuesday = 10 hours
- Wednesday = 6.5 hours
- Thursday = 6.5 hours
- Friday = 4 hours

Request Time Off

Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

10/5/2020:	<input type="text" value="6.5"/>	Hours	10/6/2020:	<input type="text" value="10"/>	Hours
10/7/2020:	<input type="text" value="6.5"/>	Hours	10/8/2020:	<input type="text" value="6.5"/>	Hours
10/9/2020:	<input type="text" value="4"/>	Hours			

[Continue](#)

Step #4 – Review your request and add any comment that you would like your supervisor to see.

The comment box is where you will indicate the reason for a miscellaneous day off.

Then Click **Make Request**

Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	
Request Type	VACATION
Days Requested	10/5,10/6,10/7,10/8,10/9
Total Time Requested	33.5 Hour(s) change

Comment: (optional)

Reason

[Make Request](#) [Cancel](#)

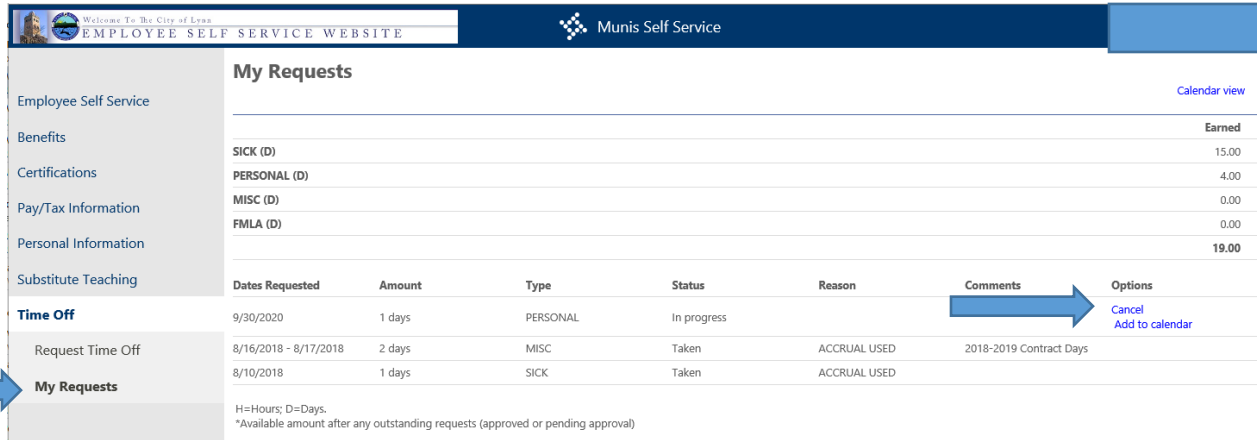
Once you have made the request, you will be brought to the “My Request” page. Here you can view time off and time off requests. Once your request has been approved by your supervisor you will receive a confirmation email.

City of Lynn – Employee Self Service – Time off requests

Cancel Time off request

Go to **Time Off** and **My Request** you will get a view of your time earned, taken, to be taken and currently available.

Click the **“Cancel”** Hyperlink.



Employee Self Service Website

Munis Self Service

Employee Self Service

Benefits

Certifications

Pay/Tax Information

Personal Information

Substitute Teaching

Time Off

Request Time Off

My Requests

My Requests

[Calendar view](#)

							Earned
SICK (D)							15.00
PERSONAL (D)							4.00
MISC (D)							0.00
FMLA (D)							0.00
							19.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
9/30/2020	1 days	PERSONAL	In progress			Cancel Add to calendar
8/16/2018 - 8/17/2018	2 days	MISC	Taken	ACCRUAL USED	2018-2019 Contract Days	
8/10/2018	1 days	SICK	Taken	ACCRUAL USED		

H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

Once cancelled, your supervisor will be notified that you cancelled your request.